



## **Sample Preliminary Design Document**

### **Federal Student Aid Financial Management System (FSA FMS)**

#### **Functional Design for FFEL GA Reporting Application Extensions**

**Revised September 6, 2000**



## 1.0 Introduction

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### 1.1 Purpose

The purpose of this document is to provide a detailed functional design for the Federal Family Education Loan Program - Guaranty Agency Financial Reporting Application Extensions that are required for Phase II of the FSA FMS modernization effort. This document is a compilation of the FFEL GA Financial Reporting requirements gathered throughout the project and was used as the basis for the functional design confirmation meetings conducted during May 22 through June 12, 2000.

A functional design answers the question “***What requirements have the user representatives communicated to the FSA Financial Management System Integrated Program Team (FSA FMS IPT)?***” Phase II consists of the following initiatives:

- Federal Family Education Loan Program (FFELP) Guaranty Agency Financial Reporting

In order to successfully implement Phase II, it is important that there be a common understanding of the functionality that will be delivered and that the scope of work is controlled. This document reflects the agreed scope of ***what*** will be delivered for FFEL GA Financial Reporting Application Extension in Phase II. Modifications to this design may be submitted and will be managed through the change management process. An impact analysis will be performed and an assessment of how best to accommodate the request will be made.

In addition to defining scope, functional designs serve other purposes such as input to testing and user training. In short, this document:

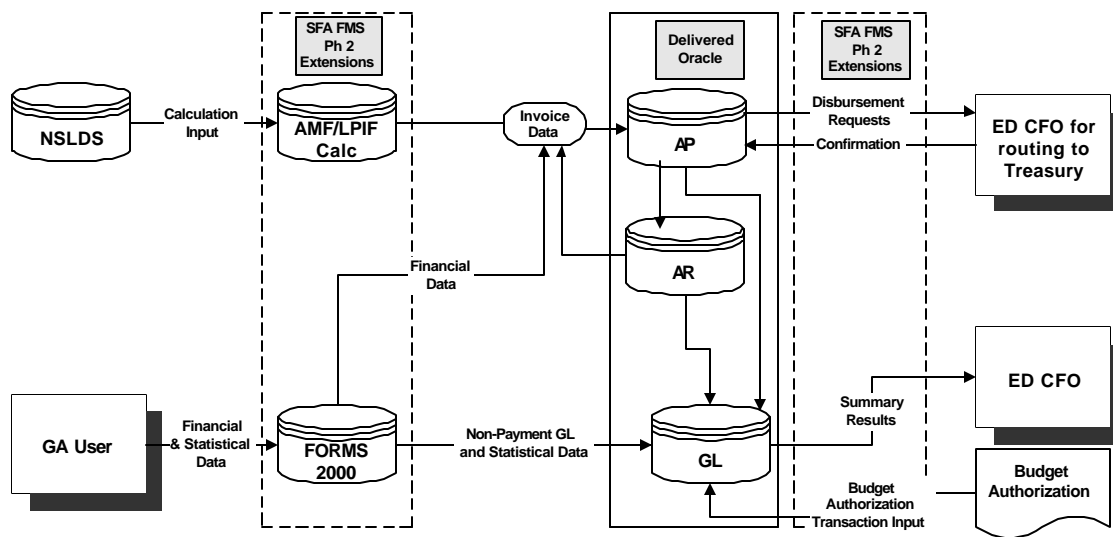
- Provides a common agreement of the functionality to be provided
- Demonstrates understanding of user requirements
- Describes the business rules for the Extensions
- Serves as the basis for the development of the Extensions
- Provides input for testing scenarios,
- Provides input to user training, and
- Provides input to technical design.



## 1.2 Scope

Oracle Federal Financials will be installed and configured as the basis for the new FSA FMS. Phase II is scheduled to be implemented by October 1, 2000. The functional design describes the processes, user functional responsibilities, data source and target mappings, business rules and module definitions. The Application Extensions will provide additional business functionality that is not included in the core Oracle Federal Financials products.

The scope of Phase II for FFEL GA Payments Application Extensions are captured in the following diagram:





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### **1.3 Basic Business Needs**

Financial Management System - Phase II provide the features needed to satisfy the following basic business needs:

- Guaranty Agencies will be able to submit their required Form 2000 through either a front-end Web-based form or through a data file load.
- Invoices will be created for a Guaranty Agency's financial activities from the Form 2000 and loaded into Oracle Payables.
- Separate invoices will be created for fees that are paid quarterly to the Guaranty Agencies. These are the Account Maintenance Fee (AMF) and the Loan Processing and Issuance Fee (LPIF).
- FSA will be able to manage and schedule payments to the Guaranty Agencies.
- FSA will be able to perform funds checking before invoices are approved for payment.
- The appropriate account code mapping for transactions involving Guaranty Agency activities can be maintained by FSA.
- Financial, non-financial, and statistical information submitted by the Guaranty Agencies will be available for reporting.
- Guaranty Agencies will be notified when Form 2000 has been approved for payment by FSA.
- Guaranty Agencies will receive a Statement of Account report for each Monthly Financial Report that will show the anticipated payments and other financial information.
- Guaranty Agency transactions and activities will be recorded in FSA's Accounts Payable subledger and the FSA General Ledger.
- FSA will be able to monitor activities concerning the Federal Fund, Operating Fund, and Agency Restricted Accounts.
- Credit balances will be used against following month report balances. Accounts Receivable (AR) will be utilized to invoice Guaranty Agencies if a credit balance continues over time. AP credit information will be used to generate the AR invoice details.



## 1.4 Application Extensions and Features

This section briefly describes the components that comprise the Application Extensions and lists the modules within each component. Subsequent sections describe each module in detail.

Application Extension Component	Features	Modules
Form 2000 Screens	These screens allow the Guaranty Agencies to manually enter Form 2000 Financial Reports and submit them to FSA for acceptance. Upon acceptance, the Form 2000 Load for GL and AP Interfaces is initiated. The GA Maintenance Screen allows FSA to maintain agreement date information for each Guaranty Agency. An output hard copy report of Forms 2000 will be available.	<ul style="list-style-type: none"> <li>• Monthly Financial Report</li> <li>• Monthly/Quarterly Financial Report</li> <li>• Annual Financial Report</li> <li>• GA Maintenance Screen</li> <li>• Form 2000 Output Report</li> </ul>
Form 2000 Data File Load	These interfaces allow the Guaranty Agencies to load their Form 2000 Financial Reports via a data file and submit it to FSA for acceptance. The Guarantee Agencies would also be provided the capability to re-submit financial reports that were rejected by FSA users.	<ul style="list-style-type: none"> <li>• Monthly Financial Report Data File Load</li> <li>• Monthly/Quarterly Financial Report Data File Load</li> <li>• Annual Financial Report Data File Load</li> </ul>
Form 2000 Account Mapping	This screen will allow ED to maintain the account mapping for the data on Form 2000. For each block of data on Form 2000, a prescribed set of journal entries with the authorized accounting segment values must be maintained. This screen allows the authorized user to change these values.	<ul style="list-style-type: none"> <li>• Form 2000 Account Mapping</li> <li>• Form 2000 Account Mapping Report</li> </ul>
Form 2000 GL and AP Interface	A process will be required to handle loading the information into the open interfaces of Oracle General Ledger and Oracle Payables from the entries made on Form 2000 by the Guaranty Agencies. This process will include mapping Form 2000 entries into proper accounting transactions.	<ul style="list-style-type: none"> <li>• Form 2000 Invoice Creation Interface</li> <li>• Form 2000 Journal Entry Interface</li> </ul>
NSLDS	A process will be required to handle the information	<ul style="list-style-type: none"> <li>• NSLDS LPIF Interface</li> </ul>



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<b>Application Extension Component</b>	<b>Features</b>	<b>Modules</b>
Interface	that will be passed from NSLDS for the calculation of Account Maintenance Fee (AMF) and Loan Processing and Issuance Fee (LPIF) (fees to be paid to the Guaranty Agencies). The calculated payment amounts will go into Oracle Payables. Fee payments may be handled either separately or jointly with Form 2000 payments depending on timing of FSA receipt of information and bi-weekly payment schedule.	<ul style="list-style-type: none"> <li>• NSLDS AMF Interface</li> <li>• LPIF Output Report</li> <li>• AMF Output Report</li> </ul>
Statement of Account	This report will be generated using data from the Guaranty Agency Financial Report, as well as the AMF and LPIF fee information if the fees have been approved and paid at the time of the Form 2000 payment. This report will be available to a Guaranty Agency once its Financial Report has been approved by ED. The report summarizes the Guaranty Agency's activity and provides information regarding its expected payment.	<ul style="list-style-type: none"> <li>• Statement of Account</li> </ul>

## 1.5 Application Extension Responsibilities

This section describes additional responsibilities required to support the FFEL Guaranty Agency Application Extensions. A Responsibility is a role that performs certain business functions and thus has access to certain Application Extension components. A comprehensive list of predefined Responsibilities may be found in the reference guide for each Oracle Applications product.

<b>Responsibility</b>	<b>Description</b>
GA Form 2000 User - View Data	Can only view Financial Reports for his/her own Guaranty Agency
GA Form 2000 User - Maintain Data	Can maintain Financial Reports for his/her own Guaranty Agency
GA Form 2000 User - Submit Data	Can submit the Guaranty Agency's Financial Reports to FSA, maintain Financial Reports for his/her own Guaranty Agency, and view Financial



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	Reports for his/her own Guaranty Agency
FSA Form 2000 Super User	Can review the Financial Reports submitted by the Guaranty Agencies and either accept or reject the submission. Has view only access to Form 2000 data
FSA Form 2000 View User	Can view the Financial Reports of the Guaranty Agencies
FSA Form 2000 Accounting User	Can maintain the Account Mapping Form



## 1.6 Application Extension Component/Responsibility Access

This section further identifies the Application Extension components to which each Responsibility has access.

<i>Application Extension Component</i>	<i>GA Form 2000 User-View Data</i>	<i>GA Form 2000 User-Maintain Data</i>	<i>GA Form 2000 User-Submit Data</i>	<i>FSA Form 2000 Super User</i>	<i>FSA Form 2000 View User</i>	<i>FSA Form 2000 Accounting User</i>
<i>Form 2000 Screens</i>	<i>V</i>	<i>M</i>	<i>M</i>	<i>M</i>	<i>V</i>	<i>V</i>
<i>Form 2000 Data File Load</i>				<i>R</i>		
<i>GA Agreement Dates Maintenance</i>	<i>N</i>	<i>N</i>	<i>N</i>	<i>M</i>	<i>V</i>	<i>M</i>
<i>Form 2000 GL and AP Interface</i>				<i>R</i>		
<i>NSLDS Interface</i>				<i>R</i>		
<i>Form 2000 Account Mapping</i>	<i>N</i>	<i>N</i>	<i>N</i>	<i>M</i>	<i>V</i>	<i>M</i>
<i>Statement of Account</i>	<i>R</i>			<i>R</i>	<i>R</i>	<i>R</i>
<i>GAPS Interface</i>				<i>R</i>		





**Sample Preliminary Design Document**

<i>Load of FA Mass Additions</i>				<i>N/A</i>		
<i>EDCFO/Treasury Output &amp; Confirmation</i>				<i>R</i>		
<i>EDCFO Output Interface</i>				<i>R</i>		
<i>Management Reports</i>	<i>V</i>	<i>V</i>	<i>V</i>	<i>V</i>	<i>V</i>	<i>V</i>

**M** = Maintenance capability   **V** = View only capability   **N** = No Access  
**R** = Manually Run Concurrent Process

**NOTE: Shaded lines** indicate functions which will be automatically performed by background processes, but which the users may manually run using a concurrent process.

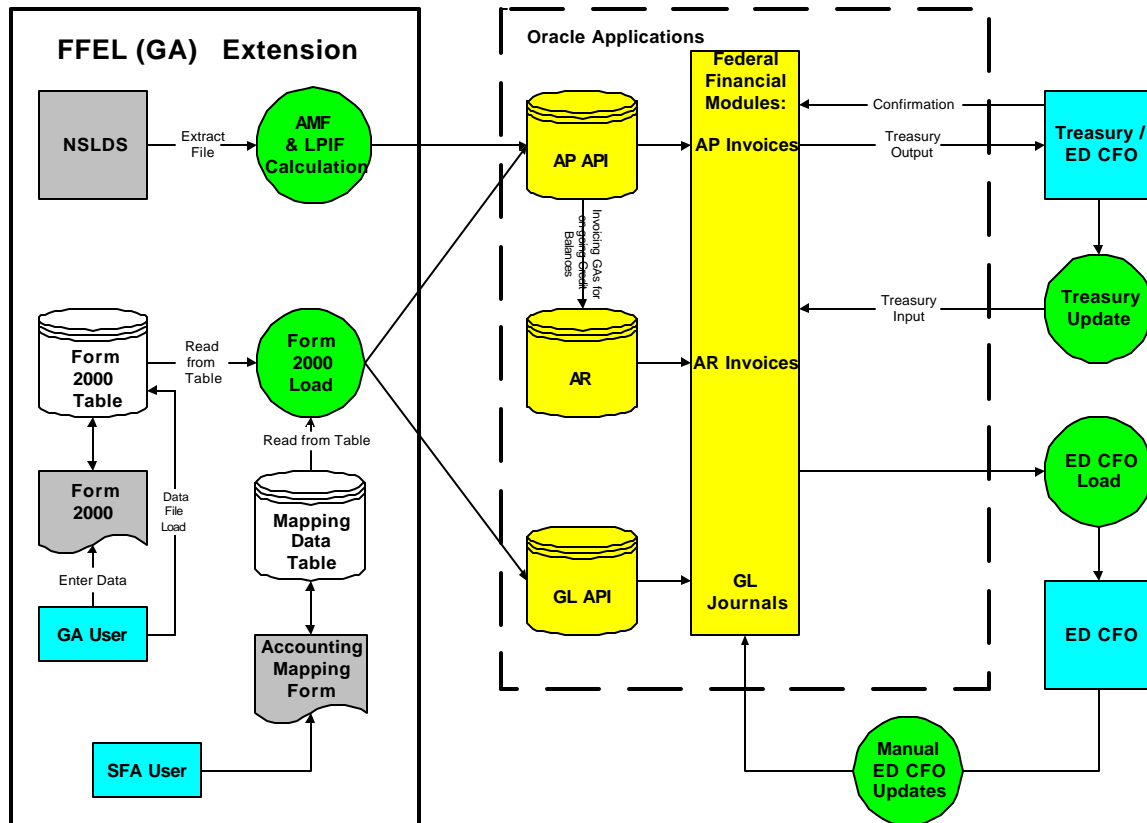
## 2.0 FFEL Guaranty Agency Financial Report

The implementation of the re-engineered FFEL Guaranty Agency Financial Reporting process is part of the FSA FMS modernization effort. The FFEL Guaranty Agency Financial Reporting process is based on Form 2000, the Guaranty Agency Financial Report, to request payments from and make payments to the Department of Education (ED) under the Federal Family Education Loan (FFEL) Program, which is authorized by Title IV, Part B of the Higher Education Act of 1965, as amended (HEA).

The scope of the FFEL Guaranty Agency Financial Reporting process to be implemented in Phase II is depicted below. This diagram identifies the information flow associated with payments to FFEL Program Guaranty Agencies. Invoices are created based on NSLDS information and GA User inputs to Form 2000. Invoice transactions, accounting, and statistical information is brought into the Oracle Payables and Oracle General Ledger modules from the extensions tables using the standard AP and GL Application Programmatic Interfaces (APIs). The payment information required by Treasury and the accounting information required by EDCFO will be provided from the Oracle Federal Financials modules. Invoices to GAs for on-going credit balances will occur from the AR module based on credit balance information provided by the AP module. Detailed descriptions of the Application Extension Components are described in subsequent sections.



Sample Preliminary Design Document







## 2.1 Application Extension Component: Form 2000 Screens

This component consists of four screens. Three of them will be used by the Guaranty Agencies (GA) to manually enter their Financial Reports and submit them to the Department of Education (ED) Financial Partners for acceptance and processing:

- FSA GA Monthly Financial Report
- FSA GA Monthly/Quarterly Financial Report
- FSA GA Annual Financial Report
- FSA GA Maintenance Screen

All these three screens have two user types: the GA users and the ED users. Each GA user is responsible for his or her own data and the ED users could view the submitted data from the all GAs. The way to implement this security rule is two-step processes: First step: In Payables, for each GA a contact person needs to be filled. In detail, at the supplier site level, the contact field needed to be filled in is the GA contact person that will have access to the system. Second step: A user needs to be created in System Administrator for each GA contact person. When defining the GA user on the user screen, the supplier field needs to be filled with the contact name assigned to that GA, which is created in the first step. However, the supplier field should not be filled for ED users. In this way, each GA user is tied to a particular Guaranty Agency, whereas ED users could access to all GAs.

To maintain audit trail capability, a GA last submitted user id and GA last submitted date will be captured for each of the screens.

The GA Maintenance Screen will be used by the ED Financial Partners to maintain agreement dates and specified parameters for each Guaranty Agency.

**FSA GA Monthly Financial Report** allows the GA to enter, review, and submit the monthly GA financial information. The GA submits the Monthly Financial Report to ED Financial Partners for acceptance. The ED Financial Partners can either accept or reject the submission based on reasonability edits and operational procedures. When the ED Financial Partners accept the submission from the GA, the transactions are created in the Oracle Financial Accounts Payable (AP) and General Ledger (GL) modules by the Form 2000 GA & AP Interface. Net amounts owed to FSA by a GA will be recorded as an Accounts Payable (AP) Credit Memo and netted in the following month's payment from FSA to the GA. If a continuing amount is due to FSA by a GA, a manual AR Invoice will be prepared at which point the AP Credit Memo balance will be reversed.

**FSA GA Monthly /Quarterly Financial Report** allows the GA to enter, review, and submit the monthly/quarterly financial information. The functionality of FSA GA Monthly/Quarterly Financial Report is the same as the FSA GA Monthly Financial Report with the exception of the calculation rules that are listed in Appendix A and the time of the submission. Monthly/Quarterly Financial Report is flexible to allow GA to submit the data either quarterly or monthly under the certain business rule.

**FSA GA Annual Financial Report** allows the GA to enter, review, and submit the annual GA financial information. The GA submits the annual financial report to ED Financial Partners for acceptance. The ED Financial partners can either accept or reject the submission. When the ED Financial Partners accept the submission from the GA, the transactions are created in the GL by the Form 2000 GA & AP Interface.



**GA Maintenance Screen** will be used by the ED Financial Partners to maintain agreement dates for each Guaranty Agency.

**Form 2000 Output Report** will provide the user a hardcopy of screen information upon request.

The detail functionality for each of the financial reports is described below.

### 2.1.1 Module: FSA GA Monthly Financial Report

**Purpose:** To enter, review, and submit monthly GA financial information.

#### 2.1.1.1 Description

The FSA GA Monthly Financial Report screen is used by the Guaranty Agencies and the ED Financial Partners to process monthly financial information for payment acceptance. The information captured in this screen correspond with entries MR1 through MR23 on Form 2000. The GA enters information concerning reinsurance claims, collections on defaulted loans, and some non-payment activity over a monthly period. The GA submits the monthly financial report to the ED Financial Partners for acceptance. The ED Financial Partners can either accept for payment (or receivable) or reject the data for further processing by the GA. When the ED Financial Partners accept the submission from the GA, the transactions are created in the Oracle Financials Accounts Payable (AP) module and General Ledger (GL) modules by the Form 2000 GL & AP Interface. The credit memos will be used to handle the adjustment transactions.

There are two types of users involved as mentioned in the last section: the GA Users and the ED Users. A GA User may only enter and process data for his/her Guaranty Agency. An ED User may view data from any Guaranty Agency. An ED User may accept or reject the submission from the GA, but will not be able to make changes to the Financial Report. A separate GA View User will be created for GA staff who may view but not enter or change data in a Financial Report.

There will be three Responsibilities for the GA users with the following functions available to each:

- GA Form 2000 User - View Data
- GA Form 2000 User - Maintain Data
- GA Form 2000 User - Submit Data

The following are the detailed descriptions by user type:

#### **GA User**

To create a new report, directly enter the values for Fiscal Month as well as the amount fields, then save the report, or submit it to ED Financial Partners.



To retrieve a saved report and continue working on it, select Query, then Enter from the Main Menu Bar, then enter the query criteria (please refer to Query Field Zone), and then select Query, then Run to retrieve the data.

Assuming that the GA user will be entering a new Monthly Financial Report, the screen begins in Data Entry Mode and is filled with the following default values: the user's own GA Code and Name, a Status of "New", and "0.00" for all MR fields. The user cannot override the GA Code, GA Name, or Status. The user may enter or select the desired month and year from a list of values. The month and year that the user enters is the month and year of the Monthly Financial Report. However, please note that the transaction date will be the current system date when the transactions are created in AP or GL. Given that the process of creating transactions in AP or GL begins when the ED Financial Partners accept the submission, the transaction date is the acceptance date.

The user then enters the dollar amounts for enterable, non-calculated MR fields. The Amount Due To/From Guarantor MR fields are non-enterable or display-only and are calculated automatically based upon the calculations rules described further below.

The user may either save the financial report for further processing, in which case the Status is automatically updated to "In Process" after save the report, or submit it to the ED Financial Partners for acceptance by pressing the Submit button. If the latter, the financial report is automatically saved and the Status is automatically updated to "Submitted."

At the time that the user saves the financial report for further processing or submits it for acceptance, reasonability edits are performed against the dollar amounts using the reasonability rules described further below. If the user is saving the financial report for further processing, a warning message will be displayed if a reasonability rule is violated. If the user is attempting to submit the report, a confirmation message is displayed asking whether to continue with the submission. Once submitted, the Financial Report becomes read-only. The GA user may not update or delete it. Furthermore, the Submit button becomes disabled.

Once the financial report is successfully submitted, a notification email is sent to the ED Financial Partners as well as the GA user who submitted the Financial Report. There will be a shared mail box to list all the email addresses for the ED Financial Partners. The contents of the message will include GA Code, For Fiscal Month/Year, and total amount.

The user may retrieve any previously saved financial report for his/her GA. The user may search on any combination of Status, Month, Year, ED Comment, GA Comment, and MR fields and may use wildcards. No list of values (LOV) is available for any field that is not standard functionality of the core Oracle Federal Financial products. The reports retrieved will be sorted by Year and Month. Although the user can retrieve all of his GA's financial reports, the user may only update those with a Status of "In Process" or "Rejected." Reports that have a Status of "Submitted" or "Accepted" cannot be updated. Only reports with a Status of "In Process" may be deleted should the user wish to start all over.

The ED Comments and GA Comments fields are used to exchange information and are 100 characters long. If the financial report was rejected by the ED Financial Partners, the ED Financial Partners must have entered a comment to explain the reason for the rejection. For



the GA user, the ED Comments is read-only. The user may make the appropriate changes, provide a comment in the GA Comments field, then re-submit to the ED Financial Partners. The Status is automatically updated back to "Submitted." A notification email will again be sent to the ED Financial Partners and the GA user.

**Calculation Rules:** The rules are defined in Appendix A.

**Reasonability Checks:** The dollar amounts are validated against the following rules when the Financial Report is saved and/or when it is submitted. Warning messages will occur for those fields violating the reasonability checks. Warning messages may be ignored and processing continue, but allow the user the opportunity to review the identified fields for entry errors.

- Before submitting, a check is performed to ensure there is at least one non-zero dollar amount
- MR-1 through MR-23 : + or -5% of corresponding amount for the same month for the previous year
- MR-1-A Other:  $\geq$  MR-1-A Principal for same form

**NOTE:** Reasonability checks will not occur during the first year of operation since no historical data will be converted. A warning message will indicate no prior data exists for comparison.

### **ED Financial Partner User**

The ED Financial Partner Users reviews the Monthly Financial Reports submitted from GAs or retrieves the desired data following the same process as for GA Users, then either accepts it, rejects it, or simply views the data.

Upon entering the Monthly Financial Report screen, all applicable reports submitted from the GAs are automatically retrieved. The user may search on any combination of GA Code, Status, Month, Year, ED Comments, GA Comments, and MR fields and may use wildcards. (**Note:** A List of Values is not available for these fields when in the query mode.) Only financial reports that have been submitted, accepted, or rejected may be retrieved and are sorted by GA Code, Year, then Month.

The user may either accept or reject the Monthly Financial Report. Or, the user may simply enter a comment in the ED Comments field and save it until the user is ready to accept or reject. If rejecting, the user is required to enter a comment into the ED Comments field so that the GA user can make the necessary changes.

If the user presses the Reject button, a notification email is sent to the Guaranty Agency as well as the ED users who are listed in the shared ED mailbox. The Status is automatically updated to "Rejected", and the Accept and Reject buttons are disabled.

If the user presses the Accept button, the same reasonability edits as performed for GA users are performed. If a reasonability rule is violated, a confirmation message is displayed asking whether to continue acceptance. If OK is selected, the Status is automatically updated to "Accepted" and the Accept and Reject buttons are disabled. The ED Comments field can no



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longer be updated. **Note:** an email is not sent to the GA notifying them that the Financial Report has been accepted. The GAs will be notified of acceptance when the invoice is approved for payment in Oracle Payables.

**Note:** the status of a submission as it changes from “Submitted” to “Rejected” and possibly back to “Submitted” and “Rejected”, again, is tracked via emails. Notification emails are sent when the Financial Report is submitted and when it is rejected. No further status history tracking will be implemented for Phase II. The backend table will hold information on submitted by and submitted date. Acceptance of a Financial Report is tracked as the last status.

### 2.1.1.2 Screen Layout - Monthly

#### Guaranty Agency's Monthly View Before Submission

Item No	Category Detail	Amount DueTo/(From) Guarantor	Principal Amount	Interest Amount	Other Amount
MR-1	Claims Paid	0			
MR-1-A	Defaults-Net		0		0
MR-1-B	Exempt/Lender of Last Resort		0		
MR-1-C	Death/Disability		0		
MR-1-D	Closed School/False Certificat		0		
MR-1-E	Bankruptcy		0		
MR-1-F	Unpaid Refunds		0		
MR-1-G	Discharges		0		
MR-2	Borrower Payment Return (Cld	0	0	0	0
MR-3	Status Changes	0			
MR-3-A	Death/Disability		0	0	

**Note:** Above Screen is “in process”. Default value for MRs will be corrected to 0.00 (i.e., two decimals) in the final screen format.



**Sample Preliminary Design Document**ED Financial Partner's Monthly View Before Acceptance/Rejection

**SFA GA MONTHLY FINANCIAL REPORT**

Action Edit Query Go Folder Special Help

GA Code  Status  For Fiscal Month of  /

GA Name

ED Comments

GA Comments

Item No	Category Detail	Amount DueTo/(From) Guarantor	Principal Amount	Interest Amount	Other Amount
MR-1	Claims Paid	6760			
MR-1-A	Defaults-Net		110		20
MR-1-B	Exempt/Lender of Last Resort		2360		
MR-1-C	Death/Disability		880		
MR-1-D	Closed School/False Certificat		560		
MR-1-E	Bankruptcy		60		
MR-1-F	Unpaid Refunds		120		
MR-1-G	Discharges		2670		
MR-2	Borrower Payment Return (Cl	590	120	20	450
MR-3	Status Changes	210			
MR-3-A	Death/Disability		100	110	

**Note:** Above Screen is "in process". Value for MRs will be corrected to 0.00 (i.e., two decimals) in the final screen format.



#### 2.1.1.2.1 Prerequisites

Before you can use this form you must perform the following:

- All Guaranty Agencies (GA) exist in AP as one type of suppliers.
- GA Code is stored in attribute1of PO\_VENDOR\_SITES table.
- Each Guaranty Agency site has at least one contact person.
- All GA users are set up in such way that each of them is the contact person for a particular Guaranty Agency site.

#### 2.1.1.2.2 Data Field Zone

The following lists the different types of fields:

Required Field	Default Value	List Of Values
GA Code	Yes	
GA Name	Yes	
Status	Yes	
Fiscal Month		Yes
Fiscal Year		Yes
ED Comments (If ED user rejects the report)	No	
Optional Field	Default Value*	
GA Comment (For GA Users only)	No	
ED Comments (For ED Users only if without rejection)	No	
All Principal Amount, Interest Amount, Other Amount Fields for Monthly, or Monthly/Quarterly Report	Yes	
All Amount/CY Actual, CY+1 Proj, CY+2 Proj, CY+3 Proj, CY+4 Proj, CY+5 Proj for Annual Report	Yes	
Display-only Field	Default Value*	Calculation
GA Code	Yes	



**Sample Preliminary Design Document**

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GA Name	Yes		
Status	Yes		
ED Comments (For GA Users only)	No		
GA Comments (For ED Users only)	No		
Item No		Yes	
Category Detail		Yes	
Amount Due To/From Guarantor	Yes		Yes

**Note:** \* Default values other than a blank.



### 2.1.1.2.3 Data Field Zone

The following lists the fields that can be used to retrieve data for each screen:

Screen	User Type	Field Name
Monthly Financial Report	GA Users	Status, Fiscal Month/Year, ED/GA Comments, Item No
	ED Users	Above, plus GA Code
Monthly/Quarterly Report	GA Users	Same as the Monthly Report
Annual Report	GA Users	Status, Fiscal Year, ED/GA Comments, Item No
	ED Users	Above, plus GA Code

### 2.1.1.3 Assumptions

This design assumes that the system administrator of Oracle Application has finished the following steps:

- The responsibility for the Form 2000 Screens has been set up in Oracle Application.
  - All GA and ED users are created and assigned to this responsibility.
  - Each Guaranty Agency has been set up in the way that each site has at least one contact person and GA Code has been stored in the descriptive flexfield in the site level.
  - Each GA User has access to Form 2000 Financial Report Screen for only one Guaranty Agency (GA). Any given GA, may have multiple GA Users.
    - **Note:** If a GA User requires access to multiple GA screens, that GA User will be assigned an additional unique login linked to the separate GA.
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## 2.2 Application Extension Component: Form 2000 Data File Load



## Sample Preliminary Design Document

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This component consists of three modules that load GA provided data files into the custom extension tables for Form 2000 as an alternate method of entering the Monthly, Monthly/Quarterly, and Annual Financial Report into the FSA FMS:

- Monthly Financial Report Data File Load
- Monthly/Quarterly Financial Report Data File Load
- Annual Financial Report Data File Load

The GA users can use this mechanism as an alternate method to the Form 2000 screens in order to provide financial report information to the FSA FMS System. Each of the three modules mentioned above will be responsible for importing the respective financial report. Once the data file is provided, the information from the data file will be stored in a temporary area where the contained data can be validated. After validation, the data will then be imported into the Form 2000 extension application. Once the data has been imported, the GA users can view this information via the Form 2000 screens.

### 2.2.1 Description

#### 2.2.1.1 File Transfer

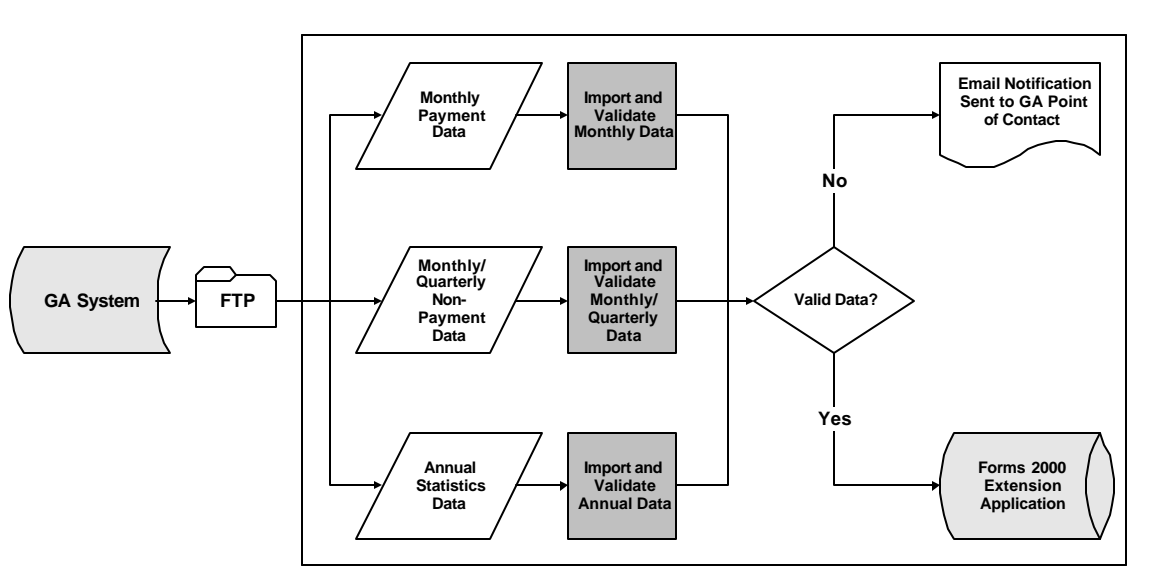
Each GA, or a processing agency, will have the option to provide the data files via File Transfer Protocol (FTP) to the FSA FMS System. The process will not be a typical FTP process. Rather, the GA users will be provided with a front-end interface to input the name of their file. The back-end process will FTP the file to the FSA FMS server. This method of providing files to the FSA FMS System will provide the added security since no GA user will have direct access to the server. In addition, the maintenance of the server will be greatly simplified since there will be no need to maintain a set number of GA accounts as well as distinct directory structures for FTP purposes.

**Note:** USA Group will transmit files to GA, and GA will be responsible for transmitting file to ED (in accordance with K. Wolfe e-mail dated 6/13/00).

Standard FTP checks will occur to determine that an uncorrupted file has been received, such as audit of header and trailer information and matching count of records sent and received.

#### 2.2.1.2 Process Overview

Below is a graphical depiction of the process:

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As illustrated above, the three data files are processed independently by the respective module described in subsequent sections. If the data is valid, calculations are performed, the data is imported into the Form 2000 application extension, and the Financial Report is automatically submitted to the ED Financial Partners (the Status is set to “Submitted”). An email is sent to the GA user and to ED Financial Partners notifying them of a successful submission. The ED Financial Partners will process the Financial Report in the same manner as Financial Reports that were manually entered using the Form 2000 screens. Please refer to section 2.1 for more information. However, if the data is invalid, an email is sent to the GA user notifying them of all error(s).

**Note:** Data file processing will prevent receipt of duplicate files based on the unique key combination (i.e., Form provided information of GA, month, and/or year).

Once the data is loaded, the GA users may view the information using the respective Form 2000 screen to check the status.

### 2.2.1.3 Rejection / Re-Submission

If an error was detected, the data file would have never been loaded into the Form 2000 application extension nor submitted to the ED Financial Partners. The error checks are described further below. However, if the data file was successfully submitted, and if the ED Financial Partners rejected the Financial Report, the GA has two options:

1. The GA may manually modify the Financial Report using the Form 2000 screens.

**Note:** If the GA manually modifies the Financial Report, the GA’s systems that produced the data file will not be in sync with the FSA FMS.



2. The GA may resubmit a corrected data file. To resubmit a data file, the GA will follow the same process. However, the file will have a Submission Code of 'R' to denote a re-submission (see data file structure for the header record described below). If a file has already been submitted for a GA for a particular month and a new file is received which does not have a submission code of "R", the new file will be rejected.

#### 2.2.1.4 Error Checks

Although the Form 2000 Data File Load will perform some validation checks, the GA is responsible for ensuring that correct information is sent to FSA and that the information adheres to the following rules. Any error will cause the entire data file to be rejected. All rejections within the data file will be reported back to the GAs for correction. The GA, or their processing agency, must ensure the following:

1. Reasonability checks described in section 2.0 must be applied **prior** to sending the data file to the FSA FMS. Reasonability checks are not applied to the data file when it is loaded into the Form 2000 extension. However, reasonability edits do get applied once FSA users attempt to accept financial reports submitted in such manner.
2. A separate file must be submitted for each GA. Multiple GA data cannot be included in the same file.
3. A separate file must be submitted for each month / year.
4. Process will check for duplicate files submitted from a GA based on unique key GA code, month, and year for Monthly and Monthly/Quarterly reports. Or GA code and year for Annual reports.
5. For GAs that submit quarterly, they must submit quarterly amounts, not 3 separate months worth of information in one file.
6. If resubmitting the annual information, both files (the Annual Financial Report and the Schedule of Itemized Line Items) must be resubmitted.
7. Data must be compliant to field specific rules described in the record layout (refer to the data file structure). **Note:** calculated totals are not to be provided.
8. If an amount is not applicable (i.e., Interest Amount is not applicable for MR-1-A, Defaults-Net), enter the amount field default value.
9. For monthly amounts, do provide cents and the decimal.
10. For negative amounts, do include the minus sign. **Note:** The maximum length of an amount, including the decimal and minus sign, is 15.
11. For annual amounts, provide whole numbers only (i.e., no cents).
12. If an amount is zero, provide '0.00' or '0', depending upon whether it is monthly or annual data. Do not leave an applicable amount field blank.
13. If an entire category is zero (i.e., no Principle, Interest, or Other amount for Death/Disability), provide '0.00' or '0', depending upon whether it is monthly or annual data. Do not leave out a category.
14. Ensure that at least one applicable amount field is non-zero.
15. Right justify amount fields, left justify all others.
16. Do not enter dollar signs.
17. Do not enter commas.



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## 2.3 Application Extension Component: Form 2000 Account Mapping

This component consists of one screen and one report that will be used by the FSA CFO to manage the Guaranty Agency's (GA) general ledger accounts:

- FSA GA Form 2000 Account Mapping
- FSA GA Form 2000 Account Mapping Report

### 2.3.1 Module: FSA GA Form 2000 Account Mapping

**Purpose:** To map Form 2000 entries to debit and credit accounts.

#### 2.3.1.1 Description

The FSA GA Form 2000 Account Mapping screen is used by the FSA CFO to manage the Guaranty Agency's general ledger accounts by mapping Form 2000 entries to Account Codes. After a GA's Financial Report has been accepted by the ED Financial Partners, this mapping will be used by the Form 2000 GL & AP Interface for creating invoices and journal entries.

For every entry (excluding totals) on the GA Financial Report (Form 2000), the user identifies the:

1. OFSA Account Code Combination

The user may enter or select from a List of Values every Account Code segment except for Institution (when transactions are created in GL or AP, the Institution is set to the GA). The List of Values will display the codes and their description. If the Account Code has not been previously defined, it will be created when the transactions are created in either AP or GL. This gives the user flexibility of not having to wait for the Account Code Combinations to be defined through the Transaction Codes screen. The user takes the risk that he/she may enter an invalid combination. However, this risk is minimized by having cross-validation checks in place to ensure that valid segment combinations are made.

2. Destination Code

This field will be added to the screen and controls whether the Form 2000 entry should go to AP or GL. It is displayed to help the users know the destination for each of the lines on the Form 2000. It is also updateable.





### 3. Transaction Code

Upon the user entering or selecting the Transaction Code from a List of Values, the corresponding debit and credit accounts will be displayed. The user may change the Transaction Code at any time.

The process of defining the transaction codes and their corresponding debit and credit accounts is not performed through this screen. The FSA CFO, through the GL Transaction Codes screen, performs that process. All transaction codes must be set up prior to using the Account Mapping screen in order to have all valid transaction codes appear in the List of Values. Transaction code setup is standard General Ledger application functionality. By mapping Form 2000 entries to Transaction Codes in this screen, the link is created between each Form 2000 entry and the associated debit and credit accounts.

The Transaction Codes will be set up such that a Transaction Code will be defined for every Form 2000 entry even though multiple Form 2000 entries may track to the same debit and credit accounts. If many entries should track to the same debit and credit accounts, and if the debit and credit accounts change, the user will have to make the change multiple time (i.e. once for each Form 2000 entry). The naming convention for the Transaction Code will be MR1\_A\_P\_TC01, where MR1\_A\_P stands for the name of a particular entry on the Form 2000, i.e. MR-1-A, Principal Amount in this case, and TC01 stands for the first Transaction Code defined for that particular Form 2000 entry. Instead of updating the Transaction Code or the associated debit and credit accounts, the user should “expire” the current Transaction Code and create a new one. The user would then name the new Transaction Code, MR\_1\_A\_P\_TC02.

The user may update the Account Code and Transaction Code at any time. When an update is made, an audit trail is maintained. This way, FSA users can view which codes were effective at a particular time by generating the Form 2000 Account Mapping Report described in a subsequent section.



### 2.3.1.2 Screen Layout

Below is a depiction of the account mapping screen:

Item No	Fund	Lim	Acty	FFY	BFY	Account	CY	CFDA	Organiztn	Object Class	Source Code	Cost Code	Loan Grant	Dest
MR1_A_O	0230XE	BB7	959	01	01	901011	CY	032	ENNC	44000	GA	GAPA	00	GL
MR1_A_P	0230XE	BB7	959	01	01	218001	CY	032	ENNC	44000	GA	GAPA	00	AP
MR1_B_P	0230XE	BB7	959	01	01	218001	CY	032	ENNC	44000	GA	GAPA	00	AP
MR1_C_P	0230XE	BB7	959	01	01	218001	CY	032	ENNC	44000	GA	GAPA	00	AP
MR1_D_P	0230XE	BB7	959	01	01	218001	CY	032	ENNC	44000	GA	GAPA	00	AP
MR1_E_P	0230XE	BB7	959	01	01	218001	CY	032	ENNC	44000	GA	GAPA	00	AP
MR1_F_P	0230XE	BB7	959	01	01	218001	CY	032	ENNC	44000	GA	GAPA	00	AP
MR1_G_P	0230XE	BB7	959	01	01	218001	CY	032	ENNC	44000	GA	GAPA	00	AP
MR1_T	000000	000	000	FY	BY	000000	CY	000	00000000	000000	00	0000	00	GL
MR2_I	0230XE	BB7	959	01	01	218001	CY	032	ENNC	44000	GA	GAPA	00	AP

Accounts	
Transaction Code	

Debit	Credit

#### 2.3.1.2.1 Prerequisites

Before you can use this form you must perform the following:



- Verify that the transaction codes to be used have been created using the Standard Applications GL Transaction Codes Screen.

#### 2.3.1.2.2 FSA Accounting Segments Zone

Use this zone to enter account code pertaining to each entry in Form 2000. The Form 2000 AP and GL interface will then use these account codes to create invoices and journal entries. Below is a list of fields associated to the form (**Note:** LOV indicates a list of values will be available for selection of entries to this field):

**Item Number** (Required)

Enter the item number from Form 2000 to which this account code entry is associated.

**Fund** (Required, LOV)

Enter the Fund Segment value.

**Lim** (Required, LOV)

Enter the Limitation Segment value.

**Acty** (Required, LOV)

Enter the Activity Segment value.

**FFY** (Required, LOV)

Enter the Funding Fiscal Year Segment value.

**BFY** (Required, LOV)

Enter the Budget Fiscal Year Segment value.

**Account** (Required, LOV)

Enter the Account Segment value.



**CY** (Required, LOV)  
Enter the Cohort Year Segment default value (i.e., CY).

**CFDA** (Required, LOV)  
Enter the CDFA Limitation Segment value.

**Organiztn** (Required, LOV)  
Enter the Organization Segment value

**Object Class** (Required, LOV)  
Enter the Object Class Segment value.

**Source Code** (Required, LOV)  
Enter the Source Code Segment value.

**Cost Code** (Required, LOV)  
Enter the Cost Code Segment value.

**Loan Grant** (Required, LOV)  
Enter the Loan Grant Type Segment default value.

**Dest** (Required, Drop Down List)  
Enter the Destination Code. Valid values for this field include 'AP', 'GL', or 'GL REV'. The Form 2000 AP and GL interfaces will use this destination code to determine whether entries are made into AP or GL. GL REV indicates lines which are made into GL, but are reversed at the beginning of the next period. Period is defined by the form type (i.e., monthly data is reversed monthly, annual data is reversed annually) or is identified by the checkbox in the GA Maintenance Screen for Monthly/Quarterly rows.



### 2.3.1.2.3 Transaction Codes Zone

**Transaction Code** (Required, LOV—GL Transaction Codes)

Enter the transaction code associated to each item number.

**Debit** (Display Only)

The Debit field displays the debit accounts associated to a particular transaction code. No modifications to the entries can be made on the Account Mapping screen. If modifications are necessary, use the GL Transaction Codes screen.

**Credit** (Display Only)

The Credit field displays the credit accounts associated to a particular transaction code. No modifications to the entries can be made on the Account Mapping screen. If modifications are necessary, use the GL Transaction Codes screen.

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## 2.4 Application Extension Component: Form 2000 GL & AP Interface

This component consists of two interfaces that loads Form 2000 data into the General Ledger and Accounts Payable Open Interfaces:

- Invoice Creation Interface
- Journal Entry Interface

These interface programs will be submitted using a concurrent program. Below is a description of the two interfaces along with the description for the concurrent program.

### 2.4.1 Module: Invoice Creation Interface

**Purpose:** To create invoices in Oracle AP once Form 2000 data has been accepted by FSA users.

#### 2.4.1.1 Description



When a GA Financial Report is accepted by the ED Financial Partners, the respective Form 2000 screen calls this Invoice Creation Interface which loads transactions into the AP Open Interface. The transaction information will be extracted from the Form 2000 extension tables and any other relevant Oracle Financial Setup tables and are loaded into the AP invoice interface tables provided by the Oracle Applications environment. The transactions extracted depend upon the Form 2000 Account Mapping Destination Code. Transactions with a destination code indicating Accounts Payable will be extracted. Currently, the transactions extracted correspond with items MR -1 through MR -16.

**Note:** AP invoices will be submitted in batch mode rather than as regular invoices (as affected by Phase III requirements).

Once this information is loaded into the open interface tables, a request will be submitted via the use of the concurrent manager that will validate the data in the interface tables and import the information to be processed into the Oracle Applications tables. The time and frequency of the import process (e.g., nightly, hourly) is to be determined. When the import process is complete, the invoices will be created in Account Payables and the normal process of paying the invoice in Oracle AP can be followed.

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## 2.5 *Application Extension Component: NSLDS Interface*

This component consists of two interfaces that process input files provided by NSLDS to FSA to create invoices for the Guaranty Agencies for Account Maintenance Fees (AMF) and the Loan Processing and Issuance Fees (LPIF):

- NSLDS AMF Fee Calculation Interface
- NSLDS LPIF Fee Calculation Interface.

Once the data file is provided, the information from the data file will be stored in a temporary area where the contained data can be validated. After validation, the data will then be imported into the Oracle Payables application.

### 2.5.1 Module: NSLDS AMF Fee Calculation Interface

**Purpose:** To calculate the Account Maintenance Fee (AMF) and create invoices to reimburse GAs for AMF fees.



### 2.5.1.1 Description

This Module is required to process the payment of AMF. NSLDS will transmit a file containing the data used as the basis for this fee calculation. The file for AMF would be transmitted only once every year at the end of the fourth quarter. There would be one record for each GA. The file will be validated both at the file-level and at the record level and the file will be rejected if a file error or if one or more record errors were detected. The information from the file will be loaded into a staging table and the fee amount will then be calculated. The information from the file and the calculated AMF amount will be loaded into the Oracle open interface for AP before being imported to Oracle Payables to create invoices. The file would contain the amount on which a pre-determined rate for AMF would be applied to arrive at the AMF Fee amount. The AMF is paid every quarter even though the file is received only once a year. The first three estimated quarterly payments for AMF, for the future Fiscal Year, would be predetermined using the 4<sup>th</sup> quarter figure received from NSLDS for the previous year. When the file is received for the current year, the actual amount due the GA for AMF for the current year is calculated, and the payment for the 4<sup>th</sup> quarter is the difference between this actual amount and the total of the estimated payments for the first three quarters.

The Rate calculation is supported using the standard Oracle Applications functionality for currency conversion. The fee will be calculated by establishing an AMF translation currency based on the fee percentage, by loading the gross amount as AMF currency, and then by translating the gross AMF currency into US dollars by multiplying it with the rate for the fee (i.e., the currency conversion rate). The advantage is that one can know the original amount from NSLDS, the rate and the final invoice amount. In addition, all historical information and reporting is done using the standard Oracle Applications functionality for currency conversion.

The Calculation of AMF for the quarters is performed as following:

- NSLDS would send in the information on the “*Original Principal Amount of Outstanding Loans*” in the annual file received at the end of the 4<sup>th</sup> quarter of the fiscal year.
- This amount is multiplied by the Fiscal Year Rate to arrive at the value of payment of AMF.
- This amount is then reduced by the first three quarter payments of the Current Fiscal Year to arrive at the 4<sup>th</sup> quarter payment amount.

**Note:** the Current Fiscal Year rate is a setup value held in Currency translation tables

- The payment to be made for the first three quarters of the next Fiscal year is made assuming that the reported amount of the OUTSTANDING LOAN for the future year would remain the same.

To use an example: if, for the current year, NSLDS reports the amount as \$100 Million and the rate for the Current fiscal year is .12% and the prior three quarter payments are \$28,000 per quarter, then the calculation would be as follows:

- 4<sup>th</sup> quarter amount reported by NSLDS  $\$100,000,000 \times 0.12\% = \$120,000$ .
- Prior payments made for first three quarters  $\$28,000 + \$28,000 + \$28,000 = \$84,000$ . (As stated previously, the AMF is paid quarterly even though the file is received only once a year).
- 4<sup>th</sup> quarter payment due  $= \$120,000 - \$84,000 = \$36,000$ .



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- The amount pre-determined for the first three quarters of the next Fiscal Year would be then :  $(\$100,000,000 / 4) * .12\% = \$ 30,000$  per Quarter.

When the Financial Partners receive the 4<sup>th</sup> quarter NSLDS amounts for all GA's, the 4<sup>th</sup> quarter fees are calculated to determine if total 4<sup>th</sup> quarter payments exceed the FY Spending Cap. If 4<sup>th</sup> quarter total exceeds the FY Spending Cap, then all 4<sup>th</sup> quarter payments are prorated. ED pays each GA a percent of AMF funds remaining up to the Spending Cap.

**Note:** The Financial Partners need to know the fourth quarter amount before and after it is prorated. The difference is the amount the GAs will move from their Federal Fund to their Operating Fund.

The Spending Cap will probably be maintained in a descriptive flexfield held at the GA vendor site.





### 2.5.1.2 Data File Structure

NSLDS will provide two files, one containing AMF information and the second containing LPIF information. The file layout is identical and was provided by NSLDS (displayed below). Please note that even though the fee amount is sent by NSLDS, the amount is calculated in this interface using the standard Oracle functionality for currency conversion. No comparison will be made between the fee amount in the file and the fee amount calculated by this interface.

FSA FORM 2000 NSLDS AFMS Interface Header Record Layout				
Position:		Length	Data Element	Values
Start	End			
1	9	9	Record Sequence Number	Positional Sort field for sorting the Header record to the top of the file. Set the value to all zeroes.
10	17	8	Date Provider Indicator	'NSLS2000'
18	25	8	Create Date	Date on which the file is created; CCYYMMDD
26	33	8	Create Time	Time when the file is created; HH:MM:SS format
34	34	1	Submission Type Indicator	O - Original for the Period Ending R - Replace for the Period Ending C - Corrected for the Period Ending. When not applicable set to Blank
35	70	36	File Description	'ED FORM 2000 NSLDS INTERFACE HEADER'
71	78	8	Quarter/Year Ending Date	CCYYMMDD format; Example: 19981231 (Qtr 1) ; 19990331 (Qtr 2); 19990630 (Qtr 3); 19990930 (Qtr 4 and FY End)
79	80	2	Future Needs	Future Needs

**FSA FORM 2000 NSLDS AFMS Interface Header Record Layout**



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<b>FSA FORM 2000 NSLDS AFMS Interface Detail Record Layout</b>				
<b>Position:</b>		<b>Length</b>	<b>Data Element</b>	<b>Values</b>
<b>Start</b>	<b>End</b>			
1	9	9	Record Sequence Number	Positional Sort field; Start with 000000001 and increment by 1 for each record.
10	12	3	Guaranty Agency Code	Code for Guaranty Agency
13	16	4	NSLDS Assigned Code	NSLDS assigned unique identifier
17	24	8	Line Item Identifier	NSLDS assigned Unique Identifier for, Line and Column Number of ED FORM 2000 Form; See assigned list of codes; When not available set to Blank
25	25	1	Filler	Filler
26	27	2	Loan Type	SF - Stafford, SU - Unsubsidized Stafford, PL - Plus, SL - SLS, CL - Consolidated .When rolled up or not available set to Blank
28	28	1	Filler	Filler
29	43	15	Amount	Amount
44	44	1	Filler	Spaces
45	59	15	Interest Amount	Interest Amount for Monthly Data. Use this field when applicable. Otherwise leave it blank.
60	60	1	Filler	Spaces
61	75	15	Other Amount	Other Amounts for Monthly Data. Use this field when applicable. Otherwise leave it blank.
76	80	5	Future Needs	Future Needs

**FSA FORM 2000 NSLDS AFMS Interface Detail Record Layout**

<b>FSA FORM 2000 NSLDS AFMS Interface Trailer Record Layout</b>				
<b>Position:</b>		<b>Length</b>	<b>Data Element</b>	<b>Values</b>
<b>Start</b>	<b>End</b>			
1	9	9	Record Sequence Number	Positional Sort field for sorting the Header record to the top of the file. Set the value to all nines.
10	13	4	Filler	Blank Fill
14	49	36	File Description	'ED FORM 2000 NSLDS INTERFACE TRAILER'
50	50	1	Filler	Blank Fill



FSA FORM 2000 NSLDS AFMS Interface Trailer Record Layout				
Position:		Length	Data Element	Values
Start	End			
51	65	15	Total Amount	This number will reflect the sum of all Disbursements excluding Consolidated loans in case of LPIF; will reflect the sum of all Net Guaranties in case of AMF.
66	66	1	Filler	Blank Fill
67	75	9	Total Number of Detail Records	This number will reflect the number of Detail records contained in the current file. Should match the sequence number of the last Detail record.
76	80	5	Future Needs	Future Needs

FSA FORM 2000NSLDS AFMS Interface Trailer Layout

**Note:** All fields of amount including Total Amount are signed numeric fields

## 2.6 Application Extension Component: Statement of Account

This component consists of the Statement of Account report which is provided to the Guaranty Agencies and reflects financial activities reported on the Guaranty Agency Financial Report (Form 2000).

### 2.6.1 Module: Statement of Account Report

#### 2.6.1.1 Description

The Statement of Account report will be generated once per month per Guaranty Agency. When ED approves a Guaranty Agency's Form 2000 invoice in Oracle Payables, the Guaranty Agency is sent a Statement of Account that provides financial and other information related to its monthly submission. This statement covers all activity reported since the last statement was sent to the agency. The Statement of Account will be created from monthly and annual data from the Guaranty Agency Financial Report. It will also include the amounts for the Loan



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Processing and Issuance Fee (LPIF) and the Account Maintenance Fee (AMF), which are paid quarterly, as well as any miscellaneous transactions from Oracle Payables or Oracle Receivables.

The Statement of Account has the following features:

- Is generated for each monthly Form 2000 received from a GA,
- Beginning Balance is the Total Due TO/(FROM) Guarantor amount from the previous month's report for the GA if this amount was an amount due to ED (i.e., negative "Total Due To (From) GA"),
- Is sent to the GA automatically when the invoice for the Monthly Report of Form 2000 has been approved by FSA in Oracle Payables,
- Includes additional Oracle Payables transactions such as Loan Processing and Issuance Fee and Account Maintenance Fee, and
- Will not be generated separately upon approval for payment of LPIF and AMF invoices.



## 2.6.1.2 Report Layout

.....1.....2.....3.....4.....5.....6.....7.....8  
.....1.....2.....3.....4.....5.....6.....7.....8.....9.....0.....1.....2.....3..  
.....1.....2.....3.....4.....5.....6.....7.....8.....9.....0.....1.....2.....3.....4.....5.....6.....7.....8

Program Name Department of Education - Federal Student Aid  
Statement of Account FFELP Date: 21-FEB-01  
For the Month Of: 01/31/01 Page: 1

Category	Requested Amount Due To/From Guarantor
-----	-----
Loans In Repayment	\$ 5,128,162.386.00
5% Trigger (In Repayment)	\$ 256,408,119.30
9% Trigger (In Repayment)	\$ 461,534,614.74
Amount Requested Fiscal Year To Date	\$ 23,433,672.50
Dollars Paid Fiscal Year To Date	\$ 23,043,226.70
Rehabilitated Loans Applied	\$ 1,581.819.43
Refunds Applied	\$ 818,499.79
Trigger Basis Amount	\$ 20,642,907.48
Percent of Request Paid	98%
Trigger Rate	0.40%
Beginning Balance	\$ (\$999,999,999,999.99)
Outstanding Balance Interest	(999,999,999,999.99)
Claims Paid Amount (All Claim Categories)	999,999,999,999.99
Borrower Payment Returns	999,999,999,999.99
Status Changes	999,999,999,999.99
TOP Overpayments	999,999,999,999.99
Repurchases/Refunds/Overpayments CFY and PFY	(\$999,999,999,999.99)
Rehabilitated Loans	(\$999,999,999,999.99)
FFEL Consolidations	(\$999,999,999,999.99)
Default/Administrative Wage Garnishment Collections	(\$999,999,999,999.99)
Bankruptcy Collections	(\$999,999,999,999.99)
Late Reporting Interest	(\$999,999,999,999.99)
Loan Processing and Issuance Fee	999,999,999,999.99
Account Maintenance Fee	999,999,999,999.99
Miscellaneous Transactions	+/- 999,999,999,999.99
Total Due TO/(FROM) Guarantor:	+/- \$999,999,999,999.99

\*\*\* End of Report - Statement of Account \*\*\*



### 2.6.1.3 Concurrent Program

The Statement of Account concurrent program is needed to generate the Statement of Account.

#### ***When to Run the Program***

The Statement of Account concurrent program will run automatically when any of the invoices for the Guaranty Agency Monthly Report have been approved in Oracle Payables.

#### ***Launch Parameters***

Launch parameters for the Statement of Account concurrent program include:

Guaranty Agency (Required)

This is the Guaranty Agency for which the report is run.

Month (Required)

This is the month for which the report is run.

Other launch parameters for the Statement of Account concurrent program include the standard error code and error buffer parameters required for any concurrent manager program.

#### ***Business Rules Implemented***

The business rules implemented by the Statement of Account concurrent program can be found in section 2.6.1.6 Category Calculations.

#### ***Log Output***

The log output for the Statement of Account consists of messages after each major step of the report generation process. If the process is successful, the Statement of Account will be sent to the appropriate Guaranty Agency. However, if there are any errors within the process, error messages will be provided.

#### ***Restart Procedures***

Restart procedures for Statement of Account concurrent program are as follows:

- Correct errors based on log file.
- Re-submit using a Standard Report Submission screen.



#### 2.6.1.4 Report Headings

**Department of Education - Federal Student Aid**

Prints the name of the organization running the report.

**Date:**

Prints the date and time that it ran the report. The date is in DD-Mon-YY format and the time is in 24-hour format.

**FFEL Program**

Prints the name of the Program for the report.

**Statement of Account**

Prints the name of the report

**Parameters**

Prints the name and code of the Guaranty Agency and the month for the report.

**Page:**

Prints the page number for each page of the report.

#### 2.6.1.5 Column Headings

**Category**

Prints a description of the line.

**Requested Amount Due To/From Guarantor**

Prints the amount for the report line.



### 2.6.1.6 Category Headings

#### **Loans in Repayment**

For a given month of the current fiscal year, Loans in Repayment will be taken from the Annual Report for the prior fiscal year (and will be calculated from the AR-1 through AR-14 fields as indicated above). That is, for the Statement of Account reports for the months of October, 2000, through September, 2001, the Loans in Repayment amount will be taken from the Annual Report for the year ended September 30, 2000.

For the fiscal years ending September 30, 2001, or later, the Loans in Repayment amounts will be available from the Guaranty Agency Annual Financial Report information that has been submitted to ED by the Guaranty Agency through the reengineered FFEL Guaranty Agency Financial Reporting process. However, for the fiscal year ending September 30, 2000, this information will need to be supplied by ED, as the source will be data from the current reporting form, ED Form 1130, for the quarter/year ending September 30, 2000. Either Financial Partners or the Guaranty Agency will need to input the information in Form 2000.

The Guaranty Agency Annual Financial Report is required to be submitted to ED by the Guaranty Agency within 60 days after the end of the fiscal year. The Statement of Account report is generated when the invoice for the Monthly Financial Report of a Guaranty Agency has been approved in Oracle Payables. Because the Loans in Repayment amount on the Statement of Account is based on the Annual Report data for the prior fiscal year, several Statement of Account reports will in all likelihood have been generated for a Guaranty Agency before the Annual Report is received by ED. In these cases, the Loans in Repayment (and related trigger amounts) will not appear on the report (which is acceptable since a Guaranty Agency will not likely hit either of the triggers in the first few months of the fiscal year).

#### **5% Trigger, 9% Trigger (In Repayment)**

A Guaranty Agency insures FFEL loans that a lender makes to a borrower. When a lender is unable to collect on a loan, it files an insurance claim with the Guaranty Agency, and ED reimburses the Guaranty Agency for part of its losses. The percentage at which the Guaranty Agency is reimbursed depends on its historical default claim losses. The triggers are equal to 5% and 9% of the Guaranty Agency's Loans in Repayment at the end of the prior fiscal year. When default claim losses exceed the 5% trigger, ED reimburses the Guaranty Agency at a reduced rate, and when default claim losses exceed the 9% trigger, the reimbursement rate is reduced further. The 5% Trigger and the 9% Trigger are provided on the Statement of Account to make the Guaranty Agencies aware of the "trigger figures". As mentioned above, in the cases in which the Annual Report for a prior fiscal year has not been received by ED before Statement of Account reports are generated (which happens for the early months of a new fiscal year), these trigger amounts appear as "\$0.00" on the Statement of Account.

#### **Amount Requested Fiscal Year to Date**





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This amount represents the cumulative total of all MR-1-A Defaults - Other Amounts from the Guaranty Agency Monthly Financial Report (Form 2000) for the fiscal year for which the Statement of Account is prepared. That is, for the Statement of Account for a given Guaranty Agency for the month of February, 2001, the Amount Requested Fiscal Year to Date would be the total of all MR-1-A Defaults - Other Amounts from Form 2000 for the months of October, 2000, November, 2000, December, 2000, January, 2001, and February, 2001, for the given Guaranty Agency. These amounts appear as "\$0.00" on the Statement of Account.

**Dollars Paid Fiscal Year to Date**

This amount represents the cumulative total of all MR-1-A Defaults - Principal Amount from the Guaranty Agency Monthly Financial Report (Form 2000) for the fiscal year for which the Statement of Account is prepared. That is, for the Statement of Account for a given Guaranty Agency for the month of February, 2001, the Dollars Paid Fiscal Year to Date would be the total of all MR-1-A Defaults - Principal Amount from Form 2000 for the months of October, 2000, November, 2000, December, 2000, January, 2001, and February, 2001, for the given Guaranty Agency.

**Rehabilitated Loans Applied**

This amount is only calculated for a given Guaranty Agency if a Rehabilitation Agreement exists for the Guaranty Agency which is evidenced by the existence of a Rehabilitation Agreement Date). If applicable, this amount represents the cumulative total of all MR-10-A Defaults - Principal Amount for Rehabilitated Loans - Current Fiscal Year (CFY) from the Guaranty Agency Monthly Financial Report (Form 2000) for the fiscal year for which the Statement of Account is prepared. That is, for the Statement of Account for a given Guaranty Agency for the month of February, 2001, the Rehabilitated Loans Applied would be the total of all MR-10-A Defaults - Principal Amount for Rehabilitated Loans - Current Fiscal Year (CFY) from Form 2000 for the months of October, 2000, November, 2000, December, 2000, January, 2001, and February, 2001, for the given Guaranty Agency.

**Refunds Applied**

This amount is calculated differently for Guaranty Agencies that have a Repurchase Agreement which is evidenced by the existence of a Repurchase Agreement Date and a Guaranty Agency that does not have an agreement. All Guaranty Agencies receive credit for MR-7-A, Partial Refunds-CFY. This amount represents the cumulative total of all MR-7-A Defaults - Principal Amount for Partial Refunds - Current Fiscal Year (CFY) from the Guaranty Agency Monthly Financial Report for the fiscal year for which the Statement of Account is prepared. Guaranty Agencies that have a Repurchase Agreement receive credit for MR-5-A, Defaults – Repurchases-CFY, Principal Amount plus MR-7-A Defaults, Partial Refunds-CFY, Principal Amount. That is, for the Statement of Account for a Guaranty Agency (with an agreement) for the month of February, 2001, the Refunds Applied would be the total of all MR-5-A Defaults – Principal Amount for Repurchases plus MR-7-A Defaults - Principal Amount for Partial Refunds - Current Fiscal Year (CFY) from Form 2000 for the months of October, 2000, November, 2000, December, 2000, January 2001, and February, 2001, for the given Guaranty Agency.



**Trigger Basis Amount**

This amount represents the fiscal year to date amount of Dollars Paid Fiscal Year To Date reduced by the amounts calculated for Rehabilitated Loans Applied and Refunds Applied.

**Percent of Request Paid**

This amount represents the percentage that Guaranty Agencies have been reimbursed for total Default Claims Paid. It is calculated as (Dollars Paid Fiscal Year to Date / Amount Requested Fiscal Year to Date) \* 100. See above for details on Dollars Paid Fiscal Year to Date and Amount Requested Fiscal Year to Date.



### **Trigger Rate**

This amount is calculated as  $(\text{Trigger Basis Amount} / \text{Loans in Repayment}) * 100$ . See above for details on Trigger Basis Amount and Loans in Repayment.

### **Beginning Balance**

The Beginning Balance for a Statement of Account for a given Guaranty Agency for a certain month will be the ending balance from the Statement of Account for the Guaranty Agency for the previous month. This ending balance is reflected in the Total Due To/From Guarantor amount line on the previous month's Statement of Account.

### **Outstanding Balance Interest**

**(need to talk to Financial Analysis and Oversight group to see if this still applies - 48 Hour Rule??)**

### **Claims Paid Amount (All Claim Categories)**

This amount is calculated as the total of Principal Amounts for Claims Paid (lines MR-1-A Defaults - Net, MR-1-B Exempt/Lender of Last Resort, MR-1-C Death/Disability, MR-1-D Closed School/False Certification, MR-1-E Bankruptcy, MR-1-F Unpaid Refunds, MR-1-G Discharges) on the Guaranty Agency Monthly Financial Report (Form 2000) submitted for the month for which the Statement of Account is being prepared.

### **Borrower Payment Returns**

This amount is calculated as the total of the Principal Amount and Interest Amount and Other Amounts for line MR-2 Borrower Payment Return on the Guaranty Agency's Monthly Financial Report (Form 2000) submitted for the month for which the Statement of Account is being prepared.

### **Status Changes**

This amount is calculated as the total of the Principal Amount and Interest Amount for lines MR-3-A Death/Disability, MR-3-B Closed School/False Certification, and MR-3-C Bankruptcy on the Guaranty Agency Monthly Financial Report (Form 2000) submitted for the month for which the Statement of Account is being prepared.

### **TOP Overpayments**

This amount is calculated as the total of the Principal Amount and Interest Amount and Other Amounts for line MR-4 TOP Overpayments on the Guaranty Agency Monthly Financial Report (Form 2000) submitted for the month for which the Statement of Account is being prepared.



### **Repurchases/Refunds/Overpayments CFY and PFY**

This amount is calculated as the total of the Principal Amount and Interest Amount and Other Amounts for lines MR-5-A through MR-5-E, MR-6-A through MR-6-E, MR-7-A through MR-7-E, MR-8-A through MR-8-E, and line MR-9-A through MR-9-E on the Guaranty Agency Monthly Financial Report (Form 2000) submitted for the month for which the Statement of Account is being prepared.

### **Rehabilitated Loans**

This amount is calculated as the Principal Amount for line MR-10 Rehabilitated Loan Refund on the Guaranty Agency Monthly Financial Report (Form 2000) submitted for the month for which the Statement of Account is being prepared.

### **FFEL Consolidations**

This amount is calculated as the total of the Principal Amount and Interest Amount for line MR-11 FFEL Consolidation Refund on the Guaranty Agency Monthly Financial Report (Form 2000) submitted for the month for which the Statement of Account is being prepared.

### **Default/Administrative Wage Garnishment Collections**

This amount is calculated as the total of the Principal Amount and Interest Amount and Other Amounts for lines MR-12 GA Administrative Wage Garnishment and MR-13 Default Collections on the Guaranty Agency Monthly Financial Report (Form 2000) submitted for the month for which the Statement of Account is being prepared.

### **Bankruptcy Collections**

This amount is calculated as the total of the Principal Amount and Interest Amount and Other Amounts for line MR-14 Bankruptcy Collections on the Guaranty Agency Monthly Financial Report (Form 2000) submitted for the month for which the Statement of Account is being prepared.

### **Late Reporting Interest**

This amount is calculated as the total of the Amount Due To/(From) Guarantor for line MR-15 Late Reporting Interest on the Guaranty Agency Monthly Financial Report (Form 2000) submitted for the month for which the Statement of Account is being prepared.

### **Loan Processing and Issuance Fee and Account Maintenance Fee**

Guaranty Agencies are paid fees for handling FFEL Program transactions. A Guaranty Agency is paid an Account Maintenance Fee (AMF) based on the original principal amount of outstanding FFEL Program loans insured by the agency. Also, a Loan Processing and Issuance Fee (LPIF) is paid to a Guaranty Agency based on the principal amount of FFEL



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Program loans originated during a fiscal year that are insured by the agency. Both of these fees are paid quarterly. NSLDS maintains the information on which the fee calculations are done. An invoice will be created in Oracle Payables for these fees, and the amount for any approved and unpaid invoices will be included on the Statement of Account.

**Miscellaneous Transactions**

Certain other transactions will be included on the Statement of Account. The source for these transactions will most likely be manual transactions from Oracle Payables. An example would be a receipt transaction that is entered as a Credit Memo in Oracle Payables.

**Total Due To/From Guarantor**

This amount is a calculated amount that is based on the lines on the Statement of Account from Beginning Balance through Miscellaneous Transactions. See the calculation table above for details regarding this computation.

**2.6.1.7 Category Calculations**

Loans In Repayment	= AR-1 (minus) AR-2 (plus) AR-3 (minus) AR-4 (minus) AR-5 (plus) AR-6 (minus) AR-7 (minus) AR-8 (minus) AR-9 (minus) AR-10 (minus) AR-11 (minus) AR-12 (minus) AR-13 (minus) AR-14
5% Trigger (In Repayment)	= 5% (times) Loans in Repayment
9% Trigger (In Repayment)	= 9% (times) Loans in Repayment
Dollars Paid Fiscal Year To Date	= FYTD Total MR-1-A "Principal Amount"
Rehabilitated Loans Applied	= FYTD Total MR-10-A "Default - Principal Amount"
Refunds Applied	= FYTD Total MR-5-A "Default - Repurchase"
and/or MR-7-A "Default has an agreement)	- Partial Refund" (depending on whether or not the GA
Trigger Basis Amount	= Dollars Paid Fiscal Year To Date (minus) FYTDC MR-7-A Defaults "Principal (minus) FYTD MR-10 Rehabilitated Loan Refund for fiscal year <b>[if GA has an agreement date]</b> (minus) FYTD MR-5-A Defaults "Principal Amount"
Percent of Request Paid Requested Fiscal	for fiscal year <b>[if GA has an agreement date]</b> = (Dollars Paid Fiscal Year to Date/Amount Year to Date) (times) 100



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Trigger Rate (divided by) Loans in Repayment	= (Trigger Basis Amount (times) 100
Beginning Balance SOA	= System generated from ending balance on last processed for the Guaranty Agency
Outstanding Balance Interest	= System generated (based on calculation)
Borrower Payment Returns (plus)	= MR-2 "Principal Amount" (plus) "Interest Amount"
Status Changes "Interest Amount"	"Other Amounts" = MR-3-A through MR-3-C "Principal Amount" (plus)
TOP Overpayments (plus) "Other Amounts"	= MR-4 "Principal Amount" (plus) "Interest Amount"
Repurchases/Refunds/Overpayments CFY and PFY E, and (plus)	= MR-5-A through MR-5-E, MR-6-A through MR-6-E, MR-7-A through MR-7-E, MR-8-A through MR-8- MR-9-A through MR-9-E: "Principal Amount"
Rehabilitated Loans	"Interest Amount" (plus) Other Amounts = MR-10 "Principal Amount"
FFEL Consolidations	= MR-11 "Principal Amount" (plus) "Interest Amount"
Default/Administrative Wage "Other Garnishment Collections Interest	= MR-12 "Principal Amount" (plus) Interest Amount (plus) Amounts" (plus) MR-13 "Principal Amount" (plus)
Bankruptcy Collections (plus)	Amount (plus) "Other Amounts" = MR-14 "Principal Amount" (plus) "Interest Amount"
Late Reporting Interest	"Other Amounts" = MR-15 "Amount Due To/(From) Guarantor"
Account Maintenance Fee	= Amount from Oracle Payables invoice information - calculated based on NSLDS Data
Miscellaneous Transactions	= Amount(s) from Oracle Payables and/or Oracle Receivables - Example: Receipt Transaction (SF- 215)
Interest	(plus) Claims Paid Amount (plus) Borrower
Payment Returns	(plus) Status Changes (plus) TOP Overpayments (minus) Repurchases/Refunds/Overpayments
CFY and PFY	(minus) Rehabilitated Loans (minus) FFEL
Consolidations	(minus) Default/Administrative Wage
Garnishment Collections	



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Reporting Interest

(minus) Bankruptcy Collections (minus) Late

(plus) Loan Processing and Issuance Fee

(plus Account Maintenance Fee

(plus or minus) Miscellaneous Transactions